



POSITION DESCRIPTION

Job Title:

Staffing Coordinator

Effective Date:**Department:**

Clerical

FLSA Status:

Exempt

Full-Time

Non-Exempt

Part-Time

Reports to:

Office Manager

Supervises:

DNA

Summary of Position:

- Coordinates staffing for clients and employees. Serves as a liaison between the client staffing needs and health care personnel

Principal Duties and Responsibilities:

- Assures continuity of all staffing needs
- Establishes and maintains good communication with client facilities, private duty clients, staffing personnel and all related personnel
- Maintains confidentiality according to HIPPA guidelines
- Assures overall continuity of personnel staffing activities/availability
- Maintains a current employee and client list
- Open communication with Recruiter and Recruiter Assistant regarding staffing needs
- Sense of urgency in filling orders
- Ability to connect with field staff members
- Rotates on-call 2 weeks on 2 weeks off with other office staff personnel
- First point of contact with answering phones
- Ability to screen calls enthusiastically and professionally
- Must be a good gate keeper
- Complete binders with appropriate paperwork for nurse assessments and new private duty clients
- Medical experience/terminology a plus
- Some payroll duties/entering new employees and clients in the system/helping employees with time entry
- Other duties as assigned by Office Manager

Knowledge, Skills and Abilities Required:

Previous office experience
Good verbal and written skills
High School diploma

Personal Skills and Competencies:

- Effective communicator
- Creative problem solver
- Able to perform multiple duties
- Organized with strong detail to attention
- Good interpersonal skills
- Exceptional customer service skills

Customer Base:

- Private duty home care
- Doctor's offices
- Clinics
- Laboratories
- Occupational Health
- Nursing Homes
- Hospitals
- Clinical Research
- Internal and external staff

Working Conditions/Physical Requirements of the Job:

- Some driving required
- Must be able to stand/sit for long periods of time
- Some lifting for job fairs or health fairs if assisting

The above is not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor is it intended to be an exhaustive list of the skills and abilities required to do the job. Rather, it is intended only to describe the general nature of the job. Employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.

For consideration, please apply online at: www.assuredhealthcare.com